

# Job Opportunity State Controller's Office



Applications will be screened and only the most qualified will be interviewed. Please call 916-323-3055 to request reasonable accommodations. Voice/CRS Relay (711)

<b>Position:</b>	Accountant Trainee
<b>Position #:</b>	051-420-4179-XXX
<b>Salary Range:</b>	\$3240 - \$3751
<b>Issue Date:</b>	October 6, 2008
<b>Contact:</b>	Candace Martin (916) 324-1867
<b>Location:</b>	Accounting & Reporting 3301 C Street, Suite 500 Sacramento, CA 95816
<b>Final Filing Date:</b>	(Statewide) October 20, 2008

## Applications:

Individuals who are currently in this classification, or are eligible for lateral transfer or promotion, or are reachable on a certification list may apply. SROA/Surplus candidates will be given priority.

**All hires will be subject to a background check.**

**For permanent positions, SROA and surplus candidates should attach "surplus letters" to their application. Failure to do so may result in your application not being considered.**

Submit a Std.678 State Application and Resume to:

State Controller's Office  
Division of Accounting & Reporting  
ATTN: Candace Martin  
3301 C Street, Suite 500  
Sacramento, CA 95816

Please write "4179 LRS" on your application, and attach a copy of your list eligibility. Applications without this information may be rejected.

If you are interested in working in a fast-paced environment surrounded by enthusiastic and self-motivated people, then look no further. The Office of the State Controller (SCO) is the destination employer within the State of California.

## Scope of the Position:

Under the general supervision of the Accounting Administrator I (Supervisor), the incumbent is responsible for reviewing local government claims for reimbursement, and the distribution of State fund payments to local government agencies under the State's Mandated Costs Program. The incumbent performs the full range of duties including, but not limited to, the following:

Duties and Responsibilities: (Candidates must perform the following functions with or without reasonable accommodations)

- Analyze and reconcile reimbursement of mandated costs requests submitted by local government entities. Ensure legal compliance and prepare accounting entries for various accounting transactions for local government entities.
- Review, reconcile, and verify the accuracy of accounts, records, and statements submitted by local government entities.
- Analyze financial transactions submitted to the SCO to determine proper accounting treatment.
- Perform operational accounting functions of the central fiscal control, reporting, or specialized accounting systems utilized by the SCO.
- Establish and maintain funds, general ledger accounts, appropriation ledgers, receipts, account receivable/payables and other financial records.
- Communicate effectively with state and local governmental entities to resolve accounting and reporting problems. Provide guidance to solve routine claiming procedural problems.
- Respond to specific inquiries from claimants regarding disapproval of reimbursement claims or questions about reductions in amount approved.
- Prepare detailed accounting reports on general ledger/appropriation control ledger activity or desk and field reviews to present to management for analysis of program and financial performance.
- Provide accounting assistance to other sections in the Payments Bureau when required to meet cyclical accounting needs.

## Desirable Qualifications:

- Free Parking
- On-Site ATM
- Career Advancement Opportunities
- Close Freeway Access

**The successful candidate will meet the education and experience requirements for this classification.**